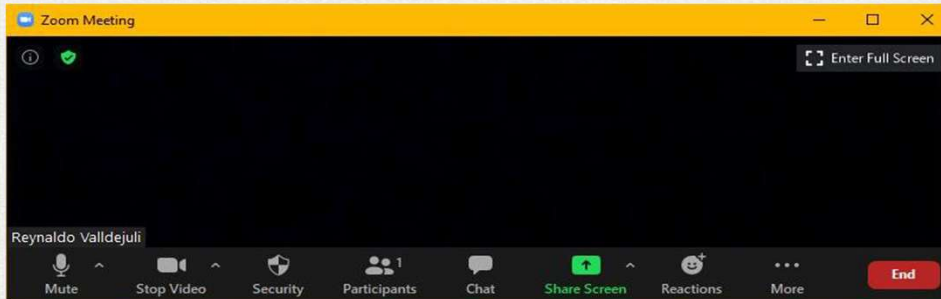


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours February 10, 2022

Visit the [eScholar Support Page](#) for a copy
of the webinar deck

Agenda

- **General Information**
 - Security Coordinators
- **Uniq-ID**
 - Submit new students
- **DirectMatch**
 - Economically Disadvantaged
 - CEP
 - Free Lunch status
- **StaffID**
 - Identifying canceled records (errors)
 - Retire/Split StaffIDs

eScholar URLs

Uniq-ID (Student ID): <https://louisianasecureid.escholar.com>

StaffID: <https://louisianastaffid.escholar.com>

DirectMatch: <https://SecureID.Idoe.la.gov/>

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district
- Complete your DirectMatch account set-up:
 - ability to create/disable accounts or change the account settings for users in your district
- Update the [2021-2022 LEA Contact List](#) (located in the [System Support page](#))
 - Copy/paste your district's data into a new EXCEL sheet
 - Review and edit (add/remove data managers)
 - Send updated EXCEL file to SystemSupport@la.gov



2021-2022 Uniq-ID

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:
 - new students enrolled in your district
 - Under-age students who are submitted to HTS
- Do **NOT** resubmit students who have exited your district

Feb 1 MFP: snapshot dates 11/20/2021-2/25/2022 (as of 2/1/2022)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics

EdLink Errors

Audit Code U05: student's LocalID does not match

Audit Code U02: LASID # does not exist.

Your LEA did not submit this student to eScholar Uniq-ID for the 2021-2022 school year in eScholar or the student's Local ID is different. You will need to submit this student to eScholar Uniq-ID for the current school year (ESSY = 2022).

EdLink looks at both the Master and History records for the current year in Uniq-ID.

- Make sure the students were submitted for the current school year for your LEA
- For the invalid StateIDs, check Uniq-ID:
 - Is the valid ID in eScholar?
 - Was the ID submitted for the current school year (2021-2022)?

LASID Audit # 3

According to [LA Rev Stat § 17:3914](#), each student should maintain one *and only one* Louisiana Secure ID for their entire public school career

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID.

Audit Process:

- LDOE identified potential duplicate LASIDs and dropped a file into each district's DM-FTP folder on **February 3, 2022**
 - File name: **LEA_2021-22_ LASID Resolution3**
- Districts should:
 - Review the file
 - Compare the demographic information for the students in the file.
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
 - Save the file as **LEACODE_2021-22_ LASID Resolution3_COMPLETE** by **Thursday, Feb. 10, 2022**
 - Make any retirement/split ID updates in applicable systems



2021-2022 DirectMatch

DirectMatch Data Uses

- Identify students' free lunch eligibility
- Report students' lunch status to EDLink
- Economically Disadvantaged (ED) calculations
- Submit Population and Elections Data for Community Eligibility Provision (CEP) program (*April 2022*)

Note: The ED files were dropped in each district's DM-FTP folder on January 10, 2022

- *There is a field for DSNAP in the ED file*
- *For students who have been identified as DSNAP, you can manually update their lunch status to Free in your local systems*

Lunch Status and EdLink

A student who is allowed to eat free is different from a student who is qualified to eat free.

- Your district should be reporting students as free in EdLink if they qualify to eat free:
 - “qualified” via SNAP/TANF from DirectMatch
 - “qualified” via DSNAP – use your district’s Economically Disadvantaged file to manually update the students’ lunch status in your local systems
 - DC extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)
 - Qualified through [income survey forms](#) (if attending a CEP school)
 - Qualified through [lunch applications](#) (if attending a non-CEP school)

Note: In CEP schools, submit the students as free to EdLink only if they are qualified to eat free. All other students should be submitted as reduced or paid.

Economically Disadvantaged

Per [Act 136](#) (HB 130) of 2017, the [Economically Disadvantaged \(ED\) definition](#) includes any student who is:

- eligible for Louisiana's food assistance program for low-income families (SNAP),
- eligible for Louisiana's disaster food assistance program (DSNAP),
- eligible for Louisiana's program for assistance to needy families with children to assist parents in becoming self-sufficient (TANF),
- eligible for Louisiana's healthcare program for families and individuals (Medicaid) with limited financial resources,
- eligible for free or reduced lunch price meals based on the latest available data,
- an English Language Learner,
- identified as homeless or migrant pursuant to the McKinney-Vento Homeless Children and Youth Assistance Act and the Migrant Education Program within the ESSA,
- incarcerated with the office of juvenile justice or in an adult facility, or
- placed into the custody of the state.

This ED definition applies to both the MFP At-Risk indicator and to the federal formula allocations.

Note: this ED definition does not affect school food service in any way.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.
- To be eligible for CEP:
 - the identified student percentage (ISP) as of April 1 must be at least 40%.
 - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

District users identified as CEP managers will have access to the CEP module within DirectMatch in March. FNS staff will provide training (live and recorded).

CEP Training

- Date: **Tuesday, February 22, 2022**
- Time: 1:00 pm (meeting room opens at 12:45 pm)
- Conducted by Courtney Neubauer (Food and Nutrition Service)
- <https://ldoe.zoom.us/j/91386146653?pwd=aU9uYms3T2FHdFU2N2FRQjZyOFNndz09>
- CNP directors should attend this meeting

Homework for CNP directors:

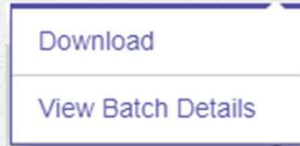
*eScholar conducted DirectMatch trainings in July and August 2021. One section was on the CEP Manager function. Please [review slides 114-137](#) **PRIOR** to the CEP Training.*



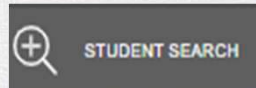
Statewide DirectMatch

January SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on February 2, 2022
 - **SNAP batch # 1682; TANF batch # 1681**
 - Districts are responsible for resolving any near matches
 - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve. You may have some matched records to download.
 - Click on View Batch Details to see if you have any matched records



- Download your SNAP matched records from the Search function



Running DirectMatch (Students with LASIDs)

- Avoid loading your student files into DirectMatch.
- The default is Person ID *(the application finds your students in Uniq-ID and matches them against the SNAP file)*
- Select the Match Type; click on the purple Match button

Match Options

PERSON ADDRESS

Match Option

Person ID

Upload File

Individual Match

Manual Authorization

District

All Districts

Specific Districts

District Name

Acadia Parish School Sy... ▼

School

All Schools

Match Type

SNAP ▼

Reset

Match

Running DirectMatch (ECSNAP/ECMedicaid)

- Need to determine LA4 eligibility prior to enrollment
- LASIDs have not been assigned
- Use the Upload File or the Individual Match
- Select the Match Type; click on the purple Match button

PERSON ADDRESS

| | | | | |
|---------------|------------------------------|--------------------|------------------|----------------------|
| Match Option | Person ID | Upload File | Individual Match | Manual Authorization |
| District | All Districts | Specific Districts | | |
| District Name | Acadia Parish School Sy... ▼ | | | |
| School | All Schools | | | |
| Match Type | ECSNAP ▼ | | | |

Reset **Match**

eScholar SNAP Count Issues – Causes

Some districts have noticed that their eScholar SNAP counts have decreased when compared to the prior year.

Potential Causes:

- Decrease in enrollment
- Decrease in eScholar SNAP counts
- Not all districts have resolved the near matches in the State batches (SNAP # 1682; TANF # 1681)
- Districts may be comparing the 2020-2021 SNAP counts to the 2021-2022 SNAP. The 2020-2021 SNAP count is for the whole year while the 2021-2022 SNAP count is from July 19 – Feb (or the last time DirectMatch was run).

eScholar SNAP Count Issues - Solution

- Resubmit current students to Uniq-ID for ID assignment and claim the Master record
- Run DirectMatch for SNAP and TANF.
(*DirectMatch uses the Master records in Uniq-ID to match against the SNAP file, not history.*)
- Resolve all your near matches.
- Download from the Search function – you will have a complete list of all the students who matched to the SNAP file from the start of the school year till the last time DirectMatch was run.



2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
 - Export a file from your local system
 - Submit file to eScholar StaffID
 - Download the IDs
 - Import into your local system
 - See the [2021-2022 Benchmark and EdLink Snapshot Calendar](#) for submission deadlines
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

ID Assignment: Canceled Records

The file you loaded into eScholar StaffID has passed validation and proceeded to the ID Assignment stage. Batch # 445 has a total record count of 20 but only 11 were assigned IDs.

STAFF ID HOMEjay.Sothirajah, Department of Education

Home?

FILTER

LEA CODE:
Red River Charter Academy [WBY]

SCHOOL/SITE CODE

BATCH NUMBER

SUBMISSION TYPE
All

PROCESSING STAGE
All

FROM
05/21/2020

TO
08/19/2020

SORT
Upload Date Desc

FILTER RESULTS

| UPLOAD DATE | SUBMISSION TYPE | BATCH INFO | LEA CODE | SCHOOL/SITE CODE | SOURCE SYSTEM | STATUS | RECORD COUNT | NEXT ACTION |
|------------------|-----------------|---------------------|----------|---------------------|---------------|-----------------|--------------|-----------------------------------|
| 08/19/2020 15:14 | File | 463 | WBY | LEA | PEP | ID(s) Assigned. | 19 of 19 | DOWNLOAD STAFF ID |
| 08/19/2020 14:16 | File | 445 | WBY | LEA | PEP | ID(s) Assigned. | 11 of 20 | DOWNLOAD STAFF ID |

Displaying 1 - 2 of 2

[<< FIRST](#) [< PREV](#) **PAGE 1 OF 1** [NEXT >](#) [LAST >>](#)

Identify the Unassigned Records

- Select batch # 445 to open the batch information page
- 9 records were canceled during the data validation stage

Batch Information: **Batch 445**

STATISTICS

PROCESSING

DOWNLOADS

GENERAL

ID ASSIGNMENT COMPLETE

| | |
|---|---|
| Staff Found and History Created During Match Resolution Stage | 8 |
|---|---|

| | |
|--|---|
| New ID Assigned - No Matching Record Found | 3 |
|--|---|

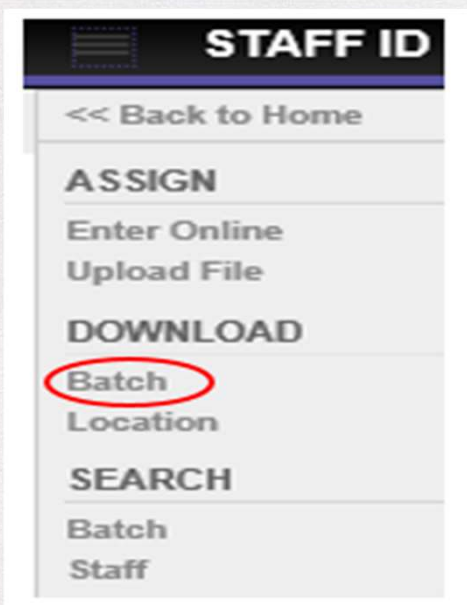
CANCELED

| | |
|---------------------------------------|---|
| Canceled During Data Validation Stage | 9 |
|---------------------------------------|---|

CLOSE WINDOW

Identify the Unassigned Records

Find the batch that has the canceled records.



At the Main Menu, under DOWNLOAD, select Batch

Identify the Canceled Records

- Under the Extract Type, select Canceled.
- Select FILTER RESULTS
- Select EXTRACT RECORDS

STAFF ID HOME jay.Sothirajah, Department of Education

Extract and Download Batch ?

FILTER

LEA CODE: Red River Charter Academy [WBY]
SCHOOL/SITE CODE:
CONTENT STATUS: Active

SUBMISSION TYPE: All
EXTRACT TYPE: **Canceled**
FROM: 05/21/2020
TO: 08/19/2020
SORT: Upload Date Desc

FILTER RESULTS

| UPLOAD DATE | BATCH INFO | LEA CODE | SCHOOL/SITE CODE | STATUS | RECORD COUNT | NEXT ACTION |
|------------------|---------------------|----------|---------------------|-----------|--------------|--|
| 08/19/2020 14:16 | 445 | WBY | LEA | Canceled. | 9 | EXTRACT RECORDS ADD TO DOWNLOAD CART |

Displaying 1 - 1 of 1

[<< FIRST](#) [< PREV](#) **PAGE 1 OF 1** [NEXT >](#) [LAST >>](#)

Download the Canceled Records

Select DOWNLOAD

| STAFF ID HOME | | | | | jay.Sothirajah, Department of Education |
|------------------------------------|---------------------|------------------------|--------------|--|---|
| Extract and Download Batch - Batch | | | | | |
| UPLOAD DATE | BATCH INFO | STATUS | RECORD COUNT | NEXT ACTION | |
| 08/19/2020 14:16 | 445 | File Extract Complete. | 9 | <input type="button" value="DOWNLOAD"/> | |
| | | | | <input type="button" value="EXTRACT ANOTHER BATCH"/> | |

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the canceled records

Do you want to open or save sid_WBY-UID-2523975026_445_20200819_233742_ide_iv.txt from louisianastaffid.escholar.com?

Open

Save



Cancel

Open Batch and Review Canceled Records

Open the batch file. It is a comma separated file (csv).

Scroll all the way to the right. The reason for the cancelation will be at the end of each record.

```
,,,Canceled During Data Validation Stage,,,593281,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
anceled During Data Validation Stage,,,593282,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,Canceled During Data Validation Stage,,,593283,1181,08/19/2020,Classification Level is not present;SSN is not valid(9WBY00002);RaceEthnicity is not valid(NNNNNN)
,,,,,Canceled During Data Validation Stage,,,593287,1181,08/19/2020,ClassificationLevel is not present;RaceEthnicity is not valid(NNNNNN)
Canceled During Data Validation Stage,,,593288,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593295,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,,,,,Canceled During Data Validation Stage,,,593296,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
,,Canceled During Data Validation Stage,,,593297,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)
,,,Canceled During Data Validation Stage,,,593298,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)
```

Issues:

- Race-ethnicity must have at least one Y
- SSN is invalid
- Classification Level is missing

Open Batch and Review Canceled Records

Scroll to the left to the beginning of the file.

- All 9 records need to be corrected in your local system
- Download a fresh file and submit to eScholar StaffID

Canceled Records_Batch 445.txt - Notepad

File Edit Format View Help

TH 08/19/2020 23:37:42 2523975026 3.0 delimiter=0X2C source=PEP

```
ID,WBY001,,PELICAN,POLLY,,F,05/02/1995,01,010022,123123123,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data Vali
ID,WBY001,,JAYHAWK,JASMINE,,F,09/10/1962,,010014,234234234,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data V
ID,WBY001,,EDGEAR,EDGEAR,,M,09/13/2019,,910020,9WBY00002,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data V
ID,WBY001,,HORNBILL,GHARRY,,M,01/13/1953,,010011,345345345,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data \
ID,WBY001,,OXBIRD,OCTAVIA,,F,08/30/1963,,010024,456456456,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data Vali
ID,WBY001,,ROBIN,RENEE,,F,11/28/1977,,010023,567567567,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data Validati
ID,WBY001,,HUMMINGBIRD,ROGER,,M,05/06/1969,,010012,678678678,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Da
ID,WBY001,,CASSOWARY,CATHY,,F,01/24/1980,01,010021,789789789,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Da
ID,WBY001,,KIWI,KINSLEY,,F,10/10/1981,,010017,890890890,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,001,02,,,,,,,,,Canceled During Data Validation
TT 2523975026 11
```

ID Assignment Completed

The record count shows all records were assigned IDs. Select DOWNLOAD STAFF ID and load into your local system.

STAFF ID HOMEjay.Sothirajah, Department of Education

Home?

FILTER

LEA CODE:
Red River Charter Academy [WBY]

SUBMISSION TYPE
All

PROCESSING STAGE
All

FROM
05/21/2020

TO
08/19/2020

SORT
Upload Date Desc

FILTER RESULTS

| UPLOAD DATE | SUBMISSION TYPE | BATCH INFO | LEA CODE | SCHOOL/SITE CODE | SOURCE SYSTEM | STATUS | RECORD COUNT | NEXT ACTION |
|------------------|-----------------|---------------------|----------|---------------------|---------------|-----------------|--------------|-----------------------------------|
| 08/19/2020 15:14 | File | 463 | WBY | LEA | PEP | ID(s) Assigned. | 19 of 19 | DOWNLOAD STAFF ID |
| 08/19/2020 14:16 | File | 445 | WBY | LEA | PEP | ID(s) Assigned. | 11 of 20 | DOWNLOAD STAFF ID |

Displaying 1 - 2 of 2

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Note: During the resolve near match process, you may cancel a record if the staff is no longer employed in your district. In such cases, the ID will not be assigned. The record count will show fewer assigned ID records than what you submitted.

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = 011

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Retire/Split a StaffID

A StaffID is retired because an employee has more than 1 StaffID

- Complete the [Staff RetireID template](#) and email it to Anantha.Lakkakula@la.gov

A StaffID is split because it is shared between staffs

- Complete the [Staff SplitID template](#) and email it to Anantha.Lakkakula@la.gov

LEAs must update the active StaffID in:

- Your local system
- All LDOE data systems that use the StaffID for that employee

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
 - **Thursday, March 3** See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

eScholar Systems

Who to contact for support

| Who to Contact for Support | For assistance with |
|--|--|
| Anantha.Lakkakula@LA.GOV | <ul style="list-style-type: none"> • Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements |
| Jayanthi.Sothirajah@LA.GOV Wanggan.Yang@LA.GOV | <ul style="list-style-type: none"> • SecureID, DirectMatch or StaffID support • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar credentials or assistance providing their staff with eScholar systems access |
| support@escholar.com | <ul style="list-style-type: none"> • eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services |
| Your LEA Security Coordinator | <ul style="list-style-type: none"> • System access for new users • Assistance with your eScholar login/password |
| Visit escholar support page | <ul style="list-style-type: none"> • User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc. |

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR) and EdLink Staff data submissions: SystemSupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Data Management FTP Updates and support wen.fan@la.gov or LDEdata@la.gov